



STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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**AD HOC DESIGN REVIEW BOARD  
REGULAR MEETING MINUTES  
THURSDAY, MARCH 19, 2015, 7:00 P.M.  
TOWN HALL ANNEX, 57 MAIN STREET, ELLINGTON, CT**

**MEMBERS PRESENT:** Chairman Robert Dawson, Michele Beaulieu-Dzen and Janet Marshall

**MEMBERS ABSENT:** Kevin Zahner and Gary Chaplin

**STAFF PRESENT:** Lisa M. Houlihan, Town Planner and Troy Ciesco, Recording Clerk

**I. CALL TO ORDER:**

Chairman Dawson called the March 19, 2015, regular meeting of the Ad Hoc Design Review Board to order at 6:57 PM in the Town Hall Annex, 57 Main Street, Ellington, CT.

**II. PUBLIC COMMENTS (On Non-Agenda Items): NONE**

**III. OLD BUSINESS:**

1. Review and discussion of Design Guidelines proposed in the Route 83 Corridor Study – endorsed by the Planning and Zoning Commission February 22, 2015.

Chairman Dawson noted that the Route 83 Corridor Study (Study) is very complete and represents a good vision for developing the Route 83 corridor. Commissioner Marshall referenced the February 11, 2015, recommendations from the Economic Development Commission (EDC) regarding the commercial/industrial use tables, complete streets, and store front visibility. The board concurred with the ideas from the EDC.

Chairman Dawson provided the board and staff with a Design Review Guide used by the board in the past, along with a brochure for the public that was

created in 2011. The board stressed their desire to avoid being too specific in any guidelines they endorse.

Lisa Houlihan, Town Planner, discussed the implementation plan for Design Multi-Family regulations and the Study. She asked the board if they were comfortable with reviewing multi-family development designs, to which they agreed.

The board reviewed the buffer yard, parking, and signage recommendations in the Study and discussed current practice in regards to those items. They also reviewed complete streets, outdoor lighting, stormwater management, and access management and recommended no changes.

There was a brief discussion on the location of parking and it was noted that front yard parking is generally preferred in Ellington for retail uses, but rear yard parking could work well for personal services. The board agreed that the use of a space should determine the proper location of parking.

The board reviewed Section 14 – Design Guidelines of the Study and offered the following recommendations:

- 5.1 Architectural Style
  - o Change the word "village" to "style"
- 5.5 Materials, Color, and Surface Texture
  - o Modify 5.5.a to reference "look-alike" natural materials
  - o Change 5.5.d to "pitched" roof materials
  - o Combine 5.5.c(2): "Materials should be..." with 5.5.e
  - o Remove "significant" from 5.5.i
  - o Remove second sentence "These details help..." from 5.5.j
  - o Remove 5.5.b, 5.5.c, and 5.5.h
- 5.6 Equipment and Services
  - o Change 5.6.a to "encourage" burying of utilities
  - o Remove "right-of-way" from 5.6.b
- 6.1 Landscaping
  - o Remove "concrete or stone" from 6.1.h
- 6.2 Site Lighting
  - o Remove 6.2.m

The board determined that the best course of action is to reference the design guidelines within the Study instead of creating their own document. The board and staff discussed creating a new handout explaining the design review process as a guide for the public.

#### **IV. ADMINISTRATIVE BUSINESS:**

1. Approval of the December 18, 2014 Regular Meeting Minutes.

**MOVED (BEAULIEU-DZEN) SECONDED (MARSHALL) AND PASSED UNANIMOUSLY TO APPROVE THE DECEMBER 18, 2014 REGULAR MEETING MINUTES AS WRITTEN.**

2. Election of Officers.

**MOVED (BEAULIEU-DZEN) AND SECONDED (MARSHALL) TO NOMINATE COMMISSIONER ROBERT DAWSON AS CHAIRMAN FOR THE AD HOC DESIGN REVIEW BOARD FOR 2015.**

**COMMISSIONER DAWSON ACCEPTED THE NOMINATION.**

**HEARING NO FURTHER NOMINATIONS, NOMINATIONS WERE CLOSED.**

**MOVED (BEAULIEU-DZEN) SECONDED (MARSHALL) AND PASSED UNANIMOUSLY TO ELECT COMMISSIONER ROBERT DAWSON AS CHAIRMAN FOR THE AD HOC DESIGN REVIEW BOARD FOR 2015.**

**V. ADJOURNMENT:**

**MOVED (DAWSON) SECONDED (MARSHALL) AND PASSED UNANIMOUSLY TO ADJOURN THE DESIGN REVIEW BOARD REGULAR MEETING AT 8:51 PM.**

Respectfully submitted:



Troy Ciesco, Recording Clerk